

CARAVAN SITES AND CONTROL OF DEVELOPMENT ACT 1960 (as amended) CONDITIONS ATTACHED TO SITE LICENCE NO:



1. General

- 1.1 The term caravan in this licence refers to both a residential caravan and a mobile home.
- 1.2 No business activities shall be carried out on this site except in agreement with the site licence holder and subject to any additional requirements such as planning permission.
- 1.3 Only vehicles used for personal transport, or used for transport to and from work may be kept on the site, subject to any specific site rules concerning vehicle use and size.
- 1.4 No porch, extension or other structure, other than those which comply with the conditions of the Licence, shall be erected, placed or kept on the site unless prior approval in writing is obtained from the Council.
- 1.5 All caravans and buildings shall be well maintained and the spaces between caravans shall be kept clear at all times.

2. Number and type of mobile homes

- 2.1 Caravans stationed on the site shall be for residential use only.
- 2.2 Not more than (insert Number) caravans are to be stationed or kept on the park at any one time.
- 2.3 Not more than one caravan is to be stationed or kept on any one pitch or hard- standing.
- 2.4 All caravans stationed or kept on site must comply with the definition of caravan contained in Caravan Sites and Control of Development Act 1960 Section 29(1) (as amended).
- 2.5 All caravans stationed or kept on site must be maintained and kept in a good state of repair.

3. Site boundaries

- 3.1 The boundaries of the park must be clearly marked by a suitable permanent fence, hedge or wall which is properly maintained and kept in repair at all times.
- 3.2 No caravan or combustible structure is to be positioned within 3 metres of the park boundary without the prior written consent from the Council.

4. Site layout

- 4.1 The site owner must provide the Council with a scale plan of the layout of the site within 28 days from the date of any written request and at any time when significant alterations to the site layout are proposed. The plan shall be to a reasonable scale and shall indicate the area of the site and show the position of:
 - a All caravans including their enclosure boundaries and all garages, sheds, covered stores, car ports, covered walkways and car parking spaces associated with them.
 - b All site buildings and other permanent structures.
 - c All roads and paths and their associated lighting.
 - d All fire points and fire hydrants.
 - e All public telephones.
 - f All electrical distribution points.
 - g All compounds for the storage of liquefied petroleum gas.
 - h All cesspools, septic tanks and connections to the public sewerage system.
 - i All drainage runs and inspection chambers.
 - j All communal refuse stores.
 - k Any recreation space.
- 4.2 The layout of the park shall not be varied without the prior written consent of the Council.

5. Density and space between caravans

- 5.1 Subject to the following variations, every caravan must be not less than 6 metres (separation distance) from any other caravan which is occupied separately. Caravans must not be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site. The point of measurement for porches, awnings etc. is the exterior cladding of the caravan.
- 5.2 Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated material to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- 5.3 Porches may protrude 1 metre into the 6 metre separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan.
- 5.4 Eaves, drainpipes and bay windows may extend into the 6 metre separation distance provided that the total distances between the extremities of two adjacent caravans is not less than 5 metres, except where condition 5.2 applies in which the extension into the separation distance must not exceed 4.25 metres.
- 5.5 Ramps, verandas and stairs extending from the unit which extend more than 1 metre into the separation distance must be of non-combustible construction. There shall be 4.5 metre clear space between any such structure and any adjacent caravan. If any such structure is enclosed, they will be considered as part of the caravan and, as such, must not intrude into the 6 metre space.
- 5.6 A garage, shed or a covered storage space will be permitted between units only if it is of non-combustible construction (including non-combustible roof). A 1 metre wide space is to be maintained around each unit so as not to prejudice means of escape in case of fire. Car ports and covered walkways shall under no circumstances be allowed within the 6 metre space.
- 5.7 Windows in structures within the separation distance must not face towards the caravan on either side.
- 5.8 Private cars may be parked within the separation distance providing that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

6. Roads, gateways, footpaths and overhead cables

- 6.1 Roads within the site must be designed to provide adequate access for emergency vehicles and be kept clear of obstructions at all times.
- 6.2 Roads must not be less than 3.7 metres wide, or, if they form part of a clearly marked one way system, 3 metres wide.
- 6.3 Gateways must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.
- 6.4 Roads must be maintained and kept in repair.
- 6.5 Roads and footpaths must be suitably lit to allow safe movement of vehicles and pedestrians around the site during hours of darkness.
- 6.6 Where practicable, new communal footpaths shall not be less than 0.9 metres wide. Existing footpaths shall not be less than 0.75 metres.
- 6.7 Every caravan must be connected to a road by a footpath with a hard surface that is maintained and kept in repair.
- 6.8 Cable overhangs must meet current statutory requirements.

7. Hard-standings

- 7.1 Every caravan must stand on a concrete hard-standing.
- 7.2 The hard-standing must extend over the whole area occupied by the unit, and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely.
- 7.3 Hard-standings must be constructed to current industry standards. When a new base is laid the site licence holder must send to the local authority written notification of the new base and its location together with a written undertaking from the site licence holder that the base has been laid to current industry standards.

8. Maintenance of common areas, including grass, vegetation and trees

- 8.1 Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- 8.2 Fences and hedges forming the boundary between adjacent caravans, shall be a maximum of 1 metre high.
- 8.3 Every road, communal footpath and pavement on the site must be maintained in a good condition, good repair and clear of rubbish.
- 8.4 Grass and vegetation shall be cut and removed at regular and frequent intervals.
- 8.5 Prunings and cuttings must be removed to a position where they do not constitute a fire hazard. Bonfires must not be used as a means of disposal.
- 8.6 Trees within the site shall be maintained (subject to the necessary consents/statutory requirements).

9. Gas installation and equipment

- 9.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 9.2 Liquefied petroleum gas (LPG) cylinders must not be positioned or secured in such a way to impede access or removal in the event of an emergency.
- 9.3 Where required, all work to gas supply and fittings must only be carried out by persons who are suitably qualified to do the particular type of work being undertaken.

10. Electrical installations

- 10.1 On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- 10.2 The electrical network installations and appliances shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current statutory requirements.
- 10.3 Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- 10.4 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.
- 10.5 The electrical installation shall be inspected by a suitably competent person every year or such longer period (not exceeding three years) as is considered appropriate in each case. When an installation is inspected, it shall be judged against the current regulations. If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies shall be rectified by a competent person. Any major alterations and extensions to an installation and all parts of the existing installation affected by them shall comply with the latest version of the IEE Wiring Regulations.
- 10.6 The site licence holder shall, within one month of such an inspection, obtain from the inspector an inspection certificate in the form prescribed in the IEE Wiring Regulations which shall be retained by the site licence holder and displayed with the site licence. The cost of the inspection and report shall be met by the site licence holder. A copy of the report shall be submitted to the Council.
- 10.7 If there are any overhead electrical lines on site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line.

11. Water supply

- 11.1 All pitches in the site shall be provided with a wholesome and sufficient water supply provided in accordance with appropriate Water Bylaws and statutory quality standards.

- 11.2 All repairs and improvements to the water supplies and installations shall be carried out to conform with current relevant legislation and British or European Standards.
- 11.3 Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.
- 11.4 All reasonably practicable steps shall be taken to protect water supply pipes from the risk of frost damage.

12. Drainage and sanitation

- 12.1 Satisfactory provision shall be made for foul drainage, either by connection to a public sewer or sewerage treatment works or by discharge to a properly constructed septic tank or a cesspool which complies with current Building Regulations and any other relevant legislation.
- 12.2 Any work on drains and sewers must be carried out in accordance with current Building Regulations and any other relevant legislation.
- 12.3 Each caravan shall have its own water supply and water closet. Each caravan standing shall be provided with a connection to the foul drainage system; the connection shall be capable of being made air-tight when not in use.
- 12.4 The site must be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, road and footpaths.

13. Refuse storage and disposal

- 13.1 Where communal refuse bins are also provided, there must be of non-combustible construction and housed within a properly constructed, vermin-proof bin store.
- 13.2 All refuse disposal shall be in accordance with all current legislation and regulations.

14. Parking

- 14.1 Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors. The parking spaces shall be maintained and kept in repair.
- 14.2 Only one car may be parked between adjoining caravans provided that the door to neither caravan is obstructed and they are a minimum of 3 metres from an adjacent caravan.
- 14.3 Touring caravans and plastic or wooden boats shall not be parked between caravans.

15. Notices and Information

- 15.1 A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.
- 15.2 A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- 15.3 The following information shall be displayed prominently at the site:
- a A copy of the site licence with its conditions
 - b Notices and a plan setting out the action to be taken in the event of an emergency. They shall show where the Police, Fire Brigade, Ambulance, and local doctors can be contacted, and the location of the nearest public telephone.
 - c The name, address and telephone number (including emergency contact details) of the site licence holder or his/her accredited representative.
 - d A copy of the most recent Electrical Inspection Condition Report
 - e A copy of the site owner's certificate of public liability insurance
 - f A copy of the local flood warning system and evacuation procedures (if the site is subject to flood risk).
 - g A copy of the fire risk assessment made for the site.
- 15.4 All notices shall be suitably protected from the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.

16. Telephones

- 16.1 An immediately accessible telephone shall be available on the site for calling the emergency services. A notice by the telephone shall include the address of the site. This requirement may be relaxed at the discretion of the Council.

17. Fire safety

- 17.1 The space beneath and between caravans must not be used for the storage of combustible materials.
- 17.2 No combustible materials or items which may act as a fire bridge may be stored between adjoining caravans or obstruct caravan doors or escape routes.
- 17.3 Bonfires shall not be permitted on the park.
- 17.4 The site licence holder shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the Local Authority.

18. Fire Safety Measures where the Regulatory Reform (Fire Safety) Order 2005 does not apply

18.1 Fire points

- a These shall be located so that no caravan or site building is more than 30 metres from a fire point. They must be easily accessible and clearly and conspicuously marked "FIRE POINT". The contents must be clearly displayed and housed in a weatherproof structure.

18.2 Fire fighting equipment

- a Where water standpipes are provided:
- i The water supply shall be of sufficient pressure to project a jet of water not less than 5 metres from the nozzle.
 - ii There shall be a reel that complies with the current British or European Standard, with a hose not less than 35 metres long, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand nozzle.
 - iii Hoses shall be housed in a red box and marked "HOSE REEL". Access to the fire point shall not be obstructed or obscured.
- b Where hydrants are provided, hydrants shall conform to the current British or European Standard.
- c Access to hydrants and other water supplies shall not be obstructed or obscured.
- d Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with water extinguishers (2 x 9 litres) which comply with the current British or European Standard.

18.3 Fire warning

- a A suitable means of raising the alarm in the event of a fire shall be provided at each fire point. An effective means of raising the alarm must be provided at each point by way of manually operated rotating bells, other manually operated sounders or electrically operated alarm bells or sirens. The advice of the fire authority should be sought on an appropriate system.

18.4 Maintenance and testing of fire fighting equipment

- a All alarm and fire fighting equipment shall be installed, tested and maintained in working order by persons who are qualified in the particular type of work being undertaken and be available for inspection by, or on behalf of, the Local Authority or the Fire Service.
- b A record shall be kept of all testing and remedial action taken.
- c All equipment susceptible to frost shall be suitably protected.

18.5 Fire Warning

- a A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice must include the following wording:

"On discovering a fire:

- i Ensure the caravan or site building involved is evacuated.
- ii Raise the alarm.
- iii Call the fire brigade (the nearest telephone is sited)"